

## **Consultant Scope of Services**

This scope of services represents tasks to be completed by Charlier Associates, Inc. (the "consultant") for the Wichita Area Metropolitan Planning Organization (the "client") for development of a Regional Pathway System Plan.

The services to be provided by Charlier Associates, Inc. (CAI) and its subconsultant, Patti Banks Associates (PBA) will include the following tasks:

- Task 1: Project Management
- Task 2: Public Participation
- Task 3: Inventory and Mapping
- Task 4: Implementation Plan
- Task 5: Final Plan

The following detailed scope of services is intended to be an accurate description of the items and tasks required of the consultant. The overall intent of this contract is that the consultant will provide the necessary services to gather input from the MPO constituents and produce an approved Regional Pathway System Plan within a twelve-month time frame.

### **Task 1.**

#### **Project Management and Coordination**

Task 1 shall be continuous throughout the 12-month duration of the project. Specific subtasks to be completed under this task include:

- 1.1 Consultant will provide project management and administrative support to document both project progress and public involvement.
- 1.2 Consultant will design, develop and maintain a website for the project.

**Client role:** Finalize contract negotiation.  
Confirm membership of Advisory Committee and stakeholder groups.  
Secure all meeting locations/conference call arrangements.  
Distribute meeting agendas, minutes and draft documents to review parties.  
Participate in monthly progress report telephone calls with Project Manager.  
Provide hyperlinks to project website from local government homepages.

**Consultant Deliverables:**  
Finalized contract.  
Meeting minutes.  
Progress reports.  
Project web site creation and maintenance.

### **Task 2.**

#### **Public Participation and Community Outreach**

The consultant will accomplish the scope of work for Task 2 in five phases of community participation, presented as subtasks below. The proposed meetings and project milestones work with the pre-set meeting schedules of the TAC and WAMPO Policy Body, while avoiding the scheduling of public input

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events during the weeks of major holidays. Work on this project will be coordinated with and overseen by a special project "Advisory Committee" and a "Core Group" of State, FHWA and MPO staff.

## **2.1 Project Kick-Off Meeting**

Consultant will travel to Wichita in June to kick-off the project.

- 2.1.1 Consultant will conduct an initial kick-off meeting with the Core Group to review and finalize our approach and work scope, and refine the proposed public involvement process scheduled for July. Participants will be expected to provide consultant with previous pathway plans and any GIS mapping and data files available for their jurisdiction.

**Consulting Team participants:** Terri Musser

**Client role:**

- Secure meeting location.

- Send out notification to all participants.

- Provide copies of all previous planning documents related to this study.

## **2.2 Mapping and Inventory Meetings**

Consultant will travel to Wichita at the end of July for outreach events including the following:

- 2.2.1 Consultant will conduct a two-day series of 1- to 2-hour worksessions with individual communities within the Wichita Area Metropolitan Planning Organization. Consultant will work with the Core Group to assign the 21 communities into working groups by geographical area. The sessions will be focused on collecting data and learning the unique bicycle/ pedestrian needs of each jurisdiction. All available GIS data from each jurisdiction will be provided to the consultant in advance of these meetings. All meetings will be held charrette-style in a central location, with various groups dropping in at different times on the consultant's working mapping and data collection session.
- 2.2.2 In the evening, consultant will invite representatives of regional bicycle clubs to participate in the charrette process and assist with the initial mapping of bicycle routes.
- 2.2.3 Consultant will give a brief update presentation to the Technical Advisory Committee on the status of the project at the July TAC meeting, scheduled for Monday, July 31st.
- 2.2.4 For the final meeting of this trip, the consultant will meet with the Core Group to conduct a mid-point project assessment of work completed to date on the project. Consultant and client will jointly re-evaluate the initial scope of work and make refinements as necessary based upon availability of data from the member jurisdictions and work effort required to assemble the required GIS database.
- 2.2.5 In August, Consultant will hold a conference call with the Core Group to review and discuss project status.

**Consulting Team participants:** Terri Musser, Scott McCarey

**Client role:**

- Provide consultant with contacts for data collection within each jurisdiction.

- Determine stakeholder group representatives to participate.

- Secure a central workshop location and confirm workshop schedule.

- Send out invitations to all participants.

- Provide consultant with anticipated attendee list.

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## **2.3 Review and Implementation Meetings**

Consultant will travel to Wichita in September for several days of community outreach events including the following:

- 2.3.1 Consultant will meet with the Advisory Committee at the start of the week to review project mapping status and provide an overview of the week's events and expected roles and responsibilities.
- 2.3.2 Consultant will conduct two special topic meetings with project stakeholders. The first stakeholder worksession will focus on local-level implementation strategies. It shall involve representatives from all of the member communities. Discussion of local capital improvement programs, developer requirements, transportation/land use connections, and the Enhancements program application process are envisioned to be key topics. This discussion will help to frame the MPO's recommendations for how each jurisdiction can work to improve local conditions for bicycling and walking.
- 2.3.3 Consultant will conduct a second stakeholder worksession addressing MPO-level implementation strategies. It is proposed to involve representatives of Wichita Transit, community and county Public Works departments, KDOT and FHWA, in addition to interested local jurisdictions and citizen groups. The topics will focus on regional needs assessments, priority corridors, multi-jurisdictional accommodation, bicycling and walking improvements within arterial and collector roadway corridors, and distribution of SAFETEA-LU and other grant funds.
- 2.3.4 In the evenings, two public workshops are proposed as repeat events held on consecutive nights in different parts of the region. As part of the Subtask 2.2.4 mid-point project assessment, the client and consultant will jointly determine if one or two public meetings are most appropriate. Following WAMPO's Public Involvement Policy for Environmental Justice, consultant will work with the Core Group and Advisory Committee to determine meeting locations accessible to minority populations and low income households. The meetings will present a summary of data collection of existing and proposed facilities, and provide opportunity for citizen input on physical gaps, unmet needs, opportunities and priorities.
- 2.3.5 Since the the presence of a university in a community is often a major factor contributing to high levels of bicycling and walking, the consultant also proposes to coordinate with Wichita State University, Friends University and Newman College representatives to get specific input on facilities in and around the campuses, as well as implementation ideas that can encourage bicycle use, increase transit ridership and decrease campus parking demand. Consultant will not make a special trip into Wichita to accomplish this meeting.
- 2.3.6 Consultant will give a brief update presentation to the WAMPO Policy Body on the status of the project at their September meeting, scheduled for Thursday, September 21st.
- 2.3.7 In November and December, the Consultant will hold conference calls with the Core Group to review and discuss project status.

**Consulting Team participants:** Terri Musser, Scott McCarey, Steve Rhoades, Lynn Jameson

**Client role:** Coordinate and schedule Advisory Committee meeting.  
Coordinate and schedule two stakeholder worksessions.  
Secure meeting locations.  
Send out invitations to all participants.  
Secure public evening meeting time(s) and location(s).  
Provide adequate public notice, mailings and media releases.  
Provide staff and Advisory Committee support to consultant-facilitated meetings.

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**2.4 Draft Plan Review and Input Meeting**

Consultant will make one trip to Wichita in January 2007 for presentation of the draft plan.

- 2.4.1 Consultant will electronically submit the draft document to WAMPO staff in December for dissemination to Advisory Committee members in advance of the meeting.
- 2.4.2 Consultant will present the Draft Plan to the Advisory Committee for review and comment in January 2007.
- 2.4.3 Consultant will work with the Core Group to provide a two-month time period for public and client review and comment on our Draft Plan. At the end of this period, the client will assemble all comments received and forward them to the consultant.

**Consulting Team participants:** Terri Musser and Steve Rhoades

**Client role:** Secure time and meeting location(s).  
Distribute advance materials to project Advisory Committee members.  
Act as clearinghouse for draft plan comments by the Advisory Committee and stakeholder groups.

**2.5 Final Plan Approval Meetings**

Consultant will make two trips to Wichita in February/March 2007 for presentation of the final plan.

- 2.5.1 Consultant will electronically submit a revised plan incorporating Advisory Committee comments to WAMPO staff for dissemination to the TAC and Policy Body members in advance of the final meetings.
- 2.5.2 Consultant will present the Final Plan at a regular meeting of the Technical Advisory Committee, scheduled in late February or March 2007.
- 2.5.3 Consultant will present the Final Plan for adoption by the WAMPO Policy Body at their regular meeting, scheduled in late February or March 2007.

**Consulting Team participants:** Terri Musser and/or Steve Rhoades

**Client role:** Secure meeting arrangements.  
Distribute advance materials to TAC and Policy Body members.  
Provide adequate public notice and media releases, including invitations to all interested citizens and stakeholders who participated in this process.  
Act as clearinghouse for public comments per the MPO Public Involvement Policy (PIP) and direction of the MPO Manager.

Provide final review of the color maps before going to print.  
Provide final review of the revised plan and Executive Summary before going to print.

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## **Task 3.**

### **Inventory and Mapping of Facilities**

Consultant will collect all available planning work to date on greenways, trails, bicycle facilities and sidewalks from the 21 jurisdictions within the MPO planning area. This includes existing, planned, and soon to be completed facilities. We view this as a key deliverable for this project, as neither a regional trail nor bikeway plan has been completed for the greater WAMPO area, and shall include the following subtasks:

- 3.1 Consultant will work with the City of Wichita to update information contained within the 1989 Comprehensive Bicycle Plan, the 1996 Parks and Pathways Master Plan, and the 2005 WAMPO Long Range Transportation Plan. For the smaller communities and rural county areas contained within the MPO boundaries, consultant will use GIS data and existing plans as available, but anticipate gathering most of this data through the subtask 2.2 Mapping and Inventory meetings.
- 3.2 Consultant will develop a series of comprehensive maps which will present the existing and future facilities discussed above. These maps will be at a scale small enough to depict specific facility alignment, but large enough to identify regional gaps in the network. All maps will be generated using ESRI software ArcGIS 9.1 and be provided to the client in digital format.
- 3.3 Consultant will work with the Core Group to determine specific needs for a foldable Bicycle and Pedestrian User Map as part of the Subtask 2.2.4 mid-point project assessment. Consultant anticipates developing a 24 by 18 inch full-color map displaying all of the pedestrian and bicycle facilities in the region. Separate facilities will be clearly identifiable using unique color schemes and icons.
- 3.4 Consultant will deliver a set of all ESRI Shapefiles that were collected and generated during the project. These shapefiles will be projected in Kansas State Plan South, NAD 1983 and will contain metadata that describes where the data came from (i.e. municipality, created by the consultant), when it was created, the projected coordinate system, the geographic coordinate system, and attributes.

**Client role:** Provide base ESRI file to be used in the inventory update.  
Provide contacts within each municipality in the region for obtaining additional GIS data.  
Review and comment on draft maps throughout the database development process.

**Deliverables:** Maps depicting all existing and planned facilities in the region.  
Foldable Bicycle and Pedestrian User Map.  
Set of all ESRI Shapefiles, projected with metadata.

## **Task 4.**

### **Develop Implementation Plan**

Consultant will solicit input from member jurisdictions and agencies in helping to develop MPO policy using the worksessions in Subtask 2.3. We will use this input to develop recommendations for connecting gaps in the system as follows:

- 4.1 Consultant will work with client to identify a system of primary bicycling corridors that allow cyclists safe and convenient travel to and from major destinations for distances greater than 2.5 miles (the national average bicycle trip length). Accommodation within the primary corridors may vary from off-road trails to also include segments of on-road bicycle facilities, with seamless

transitions provided between facility types. Multi-modal accommodation that includes transit route service and pedestrian supportive land use will also be critical to the goal of increasing bicycling for utilitarian purposes. Consultant will also identify a network of secondary bicycling corridors that feed into the primary system. In developing secondary corridors, consultant can examine the suggested 2030 LRTP methodologies to assure an equitable distribution of trail facilities throughout the region. However, it is our experience that the LRTP proposed methodology used alone will not result in an effective regional bicycling system.

- 4.2 Consultant will work with the Advisory Committee and stakeholders to develop recommended pedestrian guidelines for the location and design of sidewalk facilities and safe roadway crossings. Consultant will provide guidance for varying levels of pedestrian accommodation based upon rural, suburban or urban context.
- 4.3 Consultant will work with the Advisory Committee to gain consensus on a list of priority projects, with associated cost estimates, that can be realistically funded and implemented by multiple jurisdictions. We will assist in establishing a strong grass roots advocacy effort to help support funding and implementation of a regional system.

**Client role:** Contribute to and oversee development of Action Plan recommendations. Coordinate work in progress and collect comments from Advisory Committee members.

**Deliverables:** Memo summarizing reviewed local and regional plans and suggestions for policy changes and/or incorporation of Regional Pathway System Plan recommendations.  
Maps identifying a system of Primary and Secondary Bicycling Corridors, overlaid onto the maps of existing and planned facilities developed in Task 3.  
Identification of missing pieces in the Primary Bicycle System, with facility type recommendations and cost estimates to complete these priority gaps.  
Graphic and written guidelines and criteria for providing various levels of sidewalk facilities, pedestrian crossings, and other pedestrian-supportive infrastructure.  
An Action Plan of recommended implementation strategies, priority projects, cost estimates, funding ideas and responsible parties.

## **Task 5.**

### **Finalize WAMPO Bicycle/Pedestrian System Plan**

Consultant will draft the recommendations developed in Task 4, combined with maps developed in Task 3, into a report describing gaps in regional trail connections, future opportunities for new trails and on-street bike lanes, and implementation guidance for local communities. The report will be presented in draft form in January 2007 and finalized in March 2007, wrapping up this project within 12 months of the notice to proceed.

- 5.1 Consultant will develop and organize a written plan document to provide overall regional coordination, as well as offer specific recommendations for implementation, policy and program development at the local level by the various affected jurisdictions within the MPO. It will be a user-friendly document that is easy to navigate through use of color, photos, maps and graphics.
  - 5.2 Once any final revisions to the plan and map have been made, the Client/Core Group will complete a final round of review before the Consultant prints 100x of the final deliverables. Any final changes will be redlined by the client on a copy of the document and be discussed with consultant via conference call.
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- Client role:**     Contribute to and oversee development of Final Plan.  
                      Coordinate work in progress and collect comments from Advisory Committee.  
                      Review all final products before going to print.
- Deliverables:**   100 copies of a color Executive Summary brochure.  
                      100 copies of a color-copy report in 3-ring binders.  
                      1000 copies of the Bicycle and Pedestrian User Map of existing facilities open for  
                          public use.  
                      Set of all ESRI Shapefiles, projected with metadata  
                      A CD of all mapping files and text and graphics of all work completed in  
                          conjunction with this project.
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## Proposed Project Timeline

The following project timeline summarizes our team's proposed schedule for completing the work tasks, assuming a Notice to Proceed by June 1, 2006. The project timeline has been developed to complete the project within a period of twelve (12) months while accommodating the 2006/2007 Meeting Schedules of the Technical Advisory Committee (TAC) and WAMPO Policy Body.

### Work Tasks

Task 1: Project Management .....	June 2006 - April 2007
Task 2: Public Participation.....	(detailed below)
Task 3: Inventory and Mapping .....	June 2006 - August 2006
Task 4: Implementation Plan .....	September 2006 - December 2006
Task 5: Final Plan .....	January 2007 - April 2007

### Proposed Meetings and Project Milestones

Anticipated Notice to Proceed .....	June 1, 2006
Subtask 2.1: Project Kick-off with Core Group .....	proposed June 12 <sup>th</sup> , 2006
Project Website goes live .....	June 2006
July Progress Report Conference Call	
Subtask 2.2: Mapping and Inventory Meetings .....	proposed July 31 <sup>st</sup> - August 1st
Project update presentation at regularly scheduled TAC Meeting .....	Monday, July 31 <sup>st</sup>
August Progress Report Conference Call	
Subtask 2.3: Review & Implementation Meetings .....	proposed September 19 <sup>th</sup> - 21 <sup>st</sup>
Project update presentation at scheduled Policy Body Meeting .....	Thursday, September, 21 <sup>st</sup>
November Progress Report Conference Call	
December Progress Report Conference Call	
Subtask 2.4: Draft Plan Review and Input Meeting .....	January 2007
Special meeting with Advisory Committee	
Subtask 2.5: Final Plan Approval Meetings .....	February/March 2007
Regularly scheduled TAC meeting	
Regularly scheduled Policy Body Meeting	
WAMPO Staff review of Final Plan for printing.....	April 2007
Printing of deliverables.....	May 2007



